



Buyer Drop-In Session Request Form

The Operational Services Division's (OSD) Training Team is available to provide assistance for COMMBUYS users in the areas of Purchasing, Procurement and Organization Administration. These sessions can be conducted individually or in small groups at our location in Boston or at your location.

lease check which area/s you require assistance with:
Purchasing from Statewide or Departmental Contracts
Searching for Contracts, Vendors and/or Goods and Services
Posting a Bid
Posting a Contract
Enabling existing Department Contracts (VCurrent Records Imported from Comm-PASS
Approval Path set-up (Organization Administrators)
Department/Location set-up or change (Organization Administrators)
Creating a document library (Organization Administrators)
Other, please explain
Please provide three dates and times you are available for this Drop-In Session
1: 2: 3:
Name:
Title:
Agency:
E-mail address:
Telephone Number: